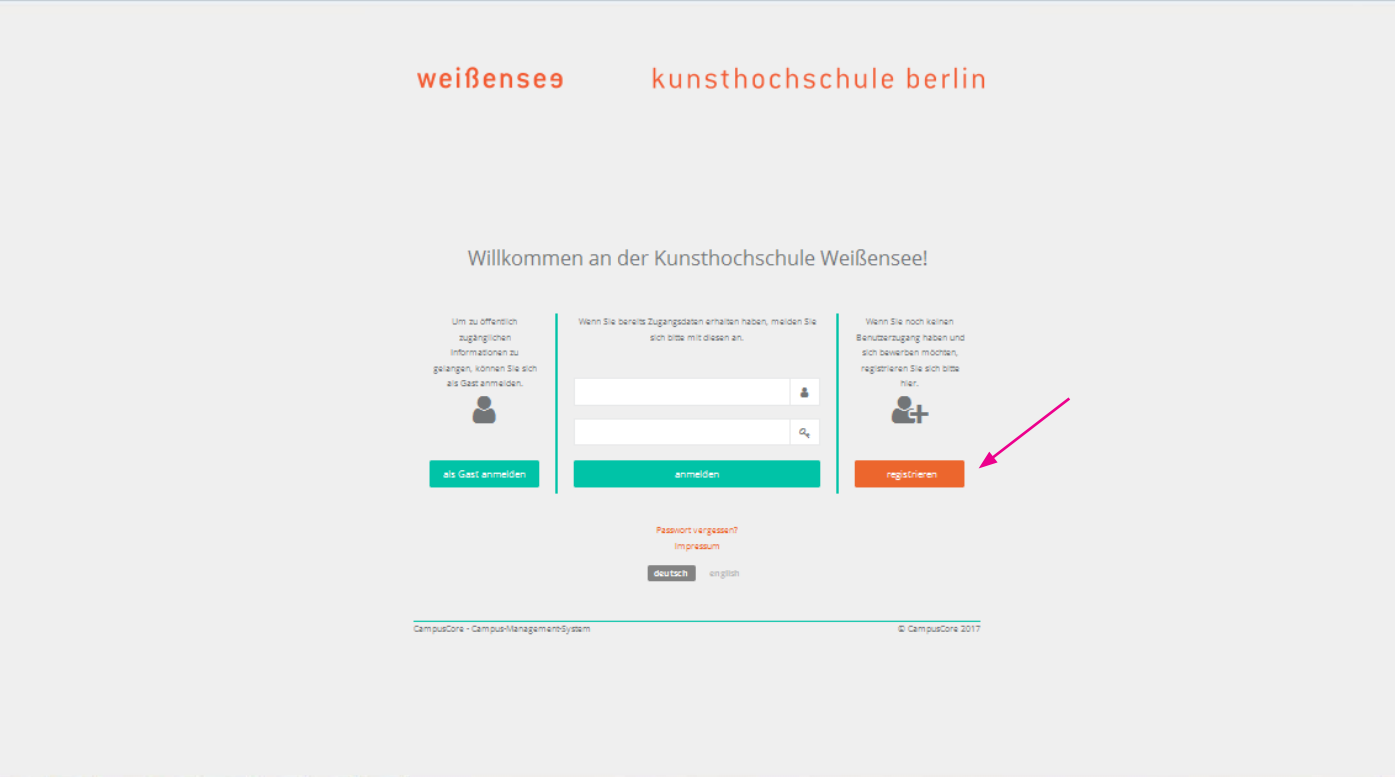
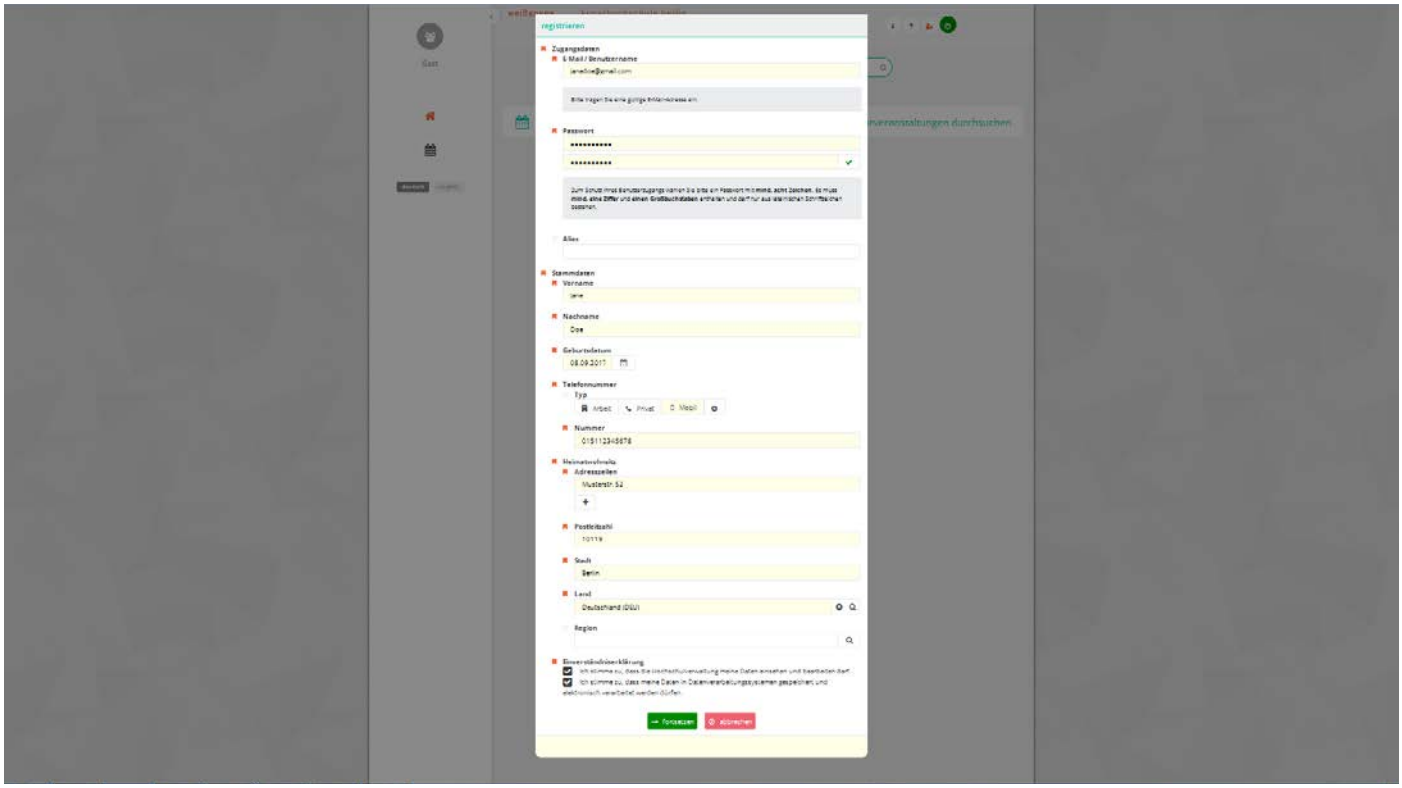
# Step-by-step instructions to apply as an exchange student to the weißensee academy of art

Application periods:
01 March –15 April for a  planned study stay in Winter Semester (Oct–Feb)
01 Oct –15 Nov for a planned study stay in Summer Semester (April–July)

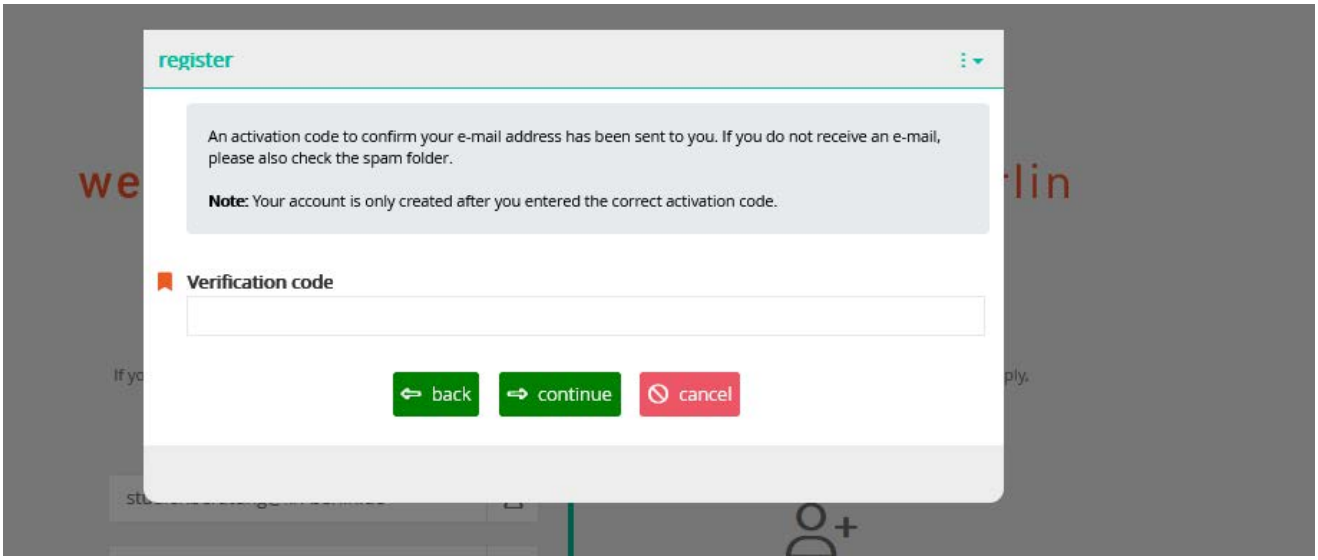
Step 1: Open the Campuscore website: https://cms.kh-berlin.de/login/#/
Create an account by clicking on the „registrieren“ button.




Step 2: Fill in the mandatory fields (marked by an orange symbol ), check both boxes to confirm the statement of consent at the end of the form, and click the „continue“ button.



Step 3: Complete registration with activation code:
As soon as you have clicked on the green button,  a window will open where you have to enter the activation code you have received by e-mail.




Step 5: Please check your mailbox and copy the code you received.
It may take a few minutes until the email with the subject
"Activation des Benutzer_innenzugangs / User account activation" is delivered.
Please also check your spam account!

**Fwd: Aktivierung des Benutzer_innenzugangs / User account activation**

**548448**

Die Aktivierung ist bis zum 18.09.22, 16:59 Uhr möglich.

Falls Sie keinen Benutzerzugang in unserem Campus-Management-System erstellt haben, ignorieren Sie bitte diese E-Mail.

---

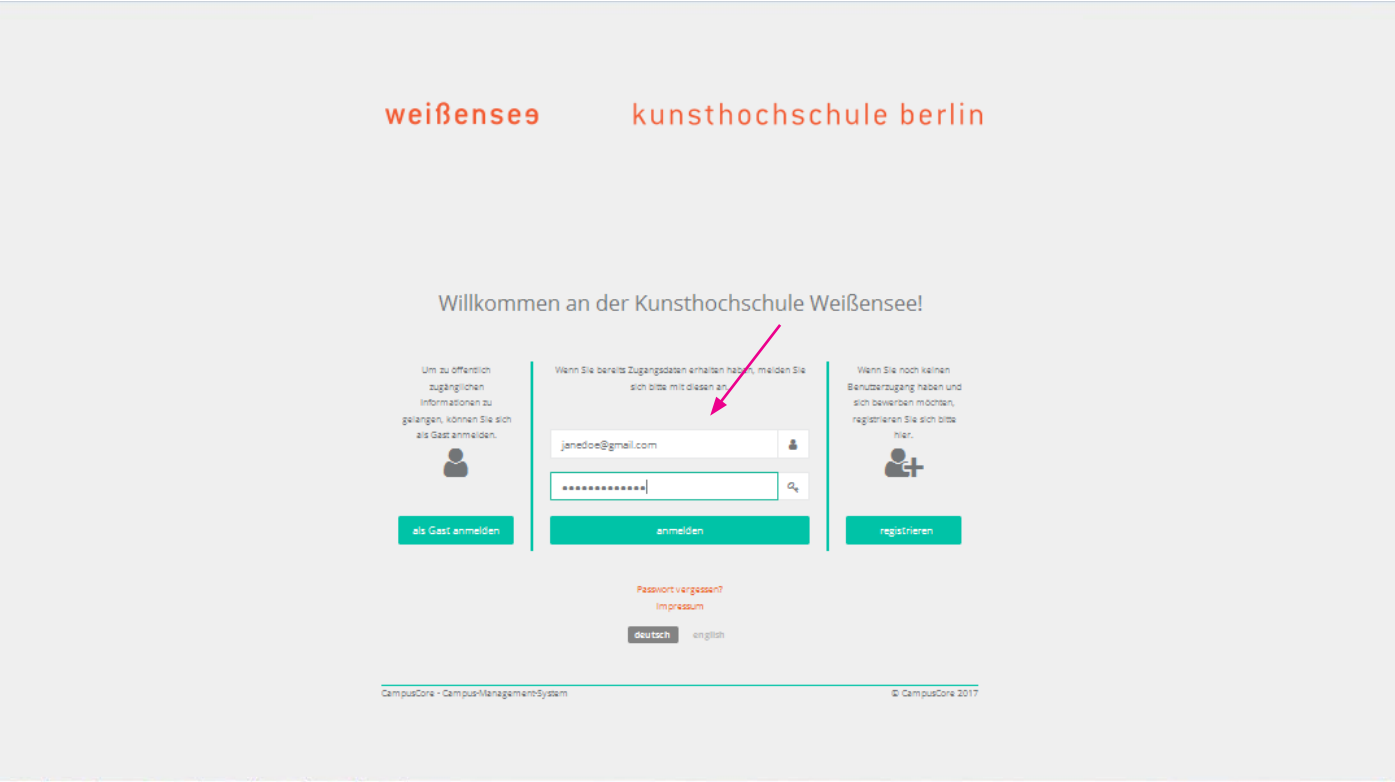
Your activation code:

**548448**

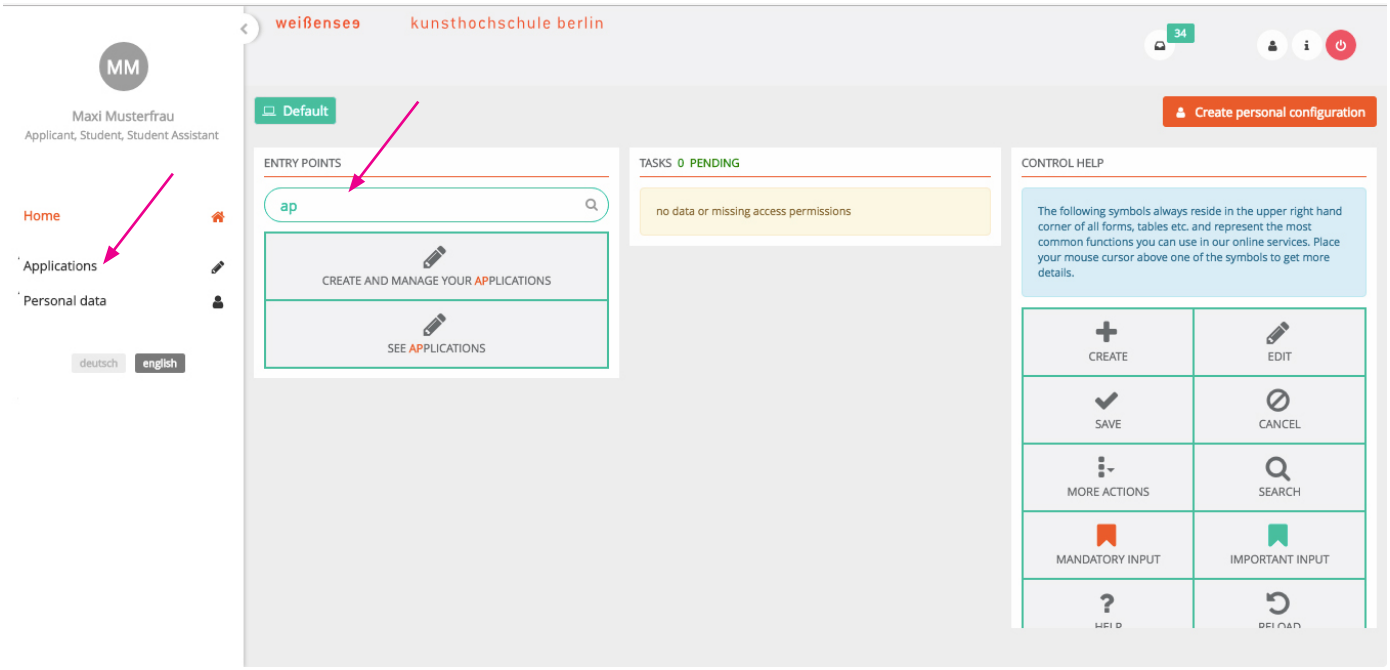
The activation is possible until 18.09.22, 16:59.

If you did not create a user account in our Campus Management System, please ignore this e-mail.

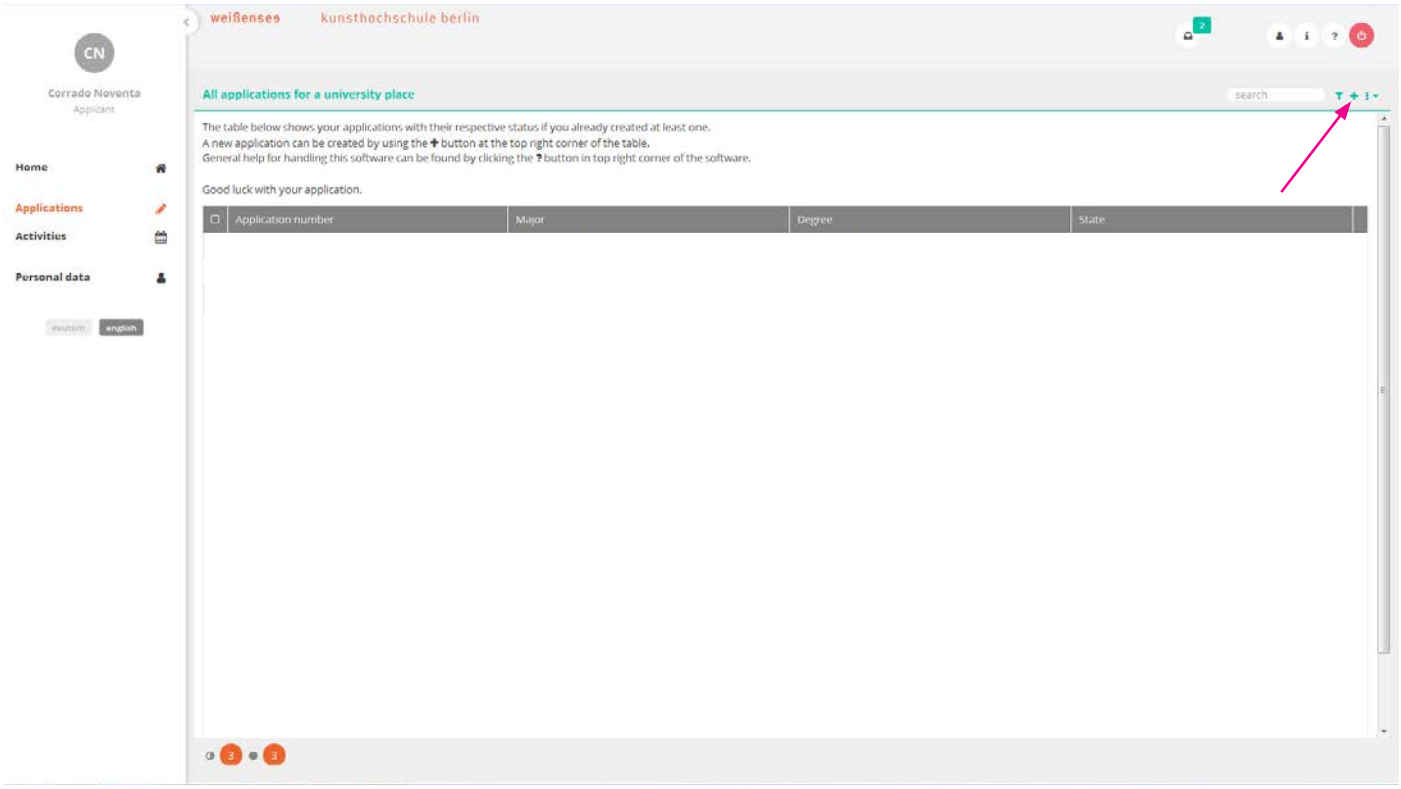
Step 5: Please login now with your access data!



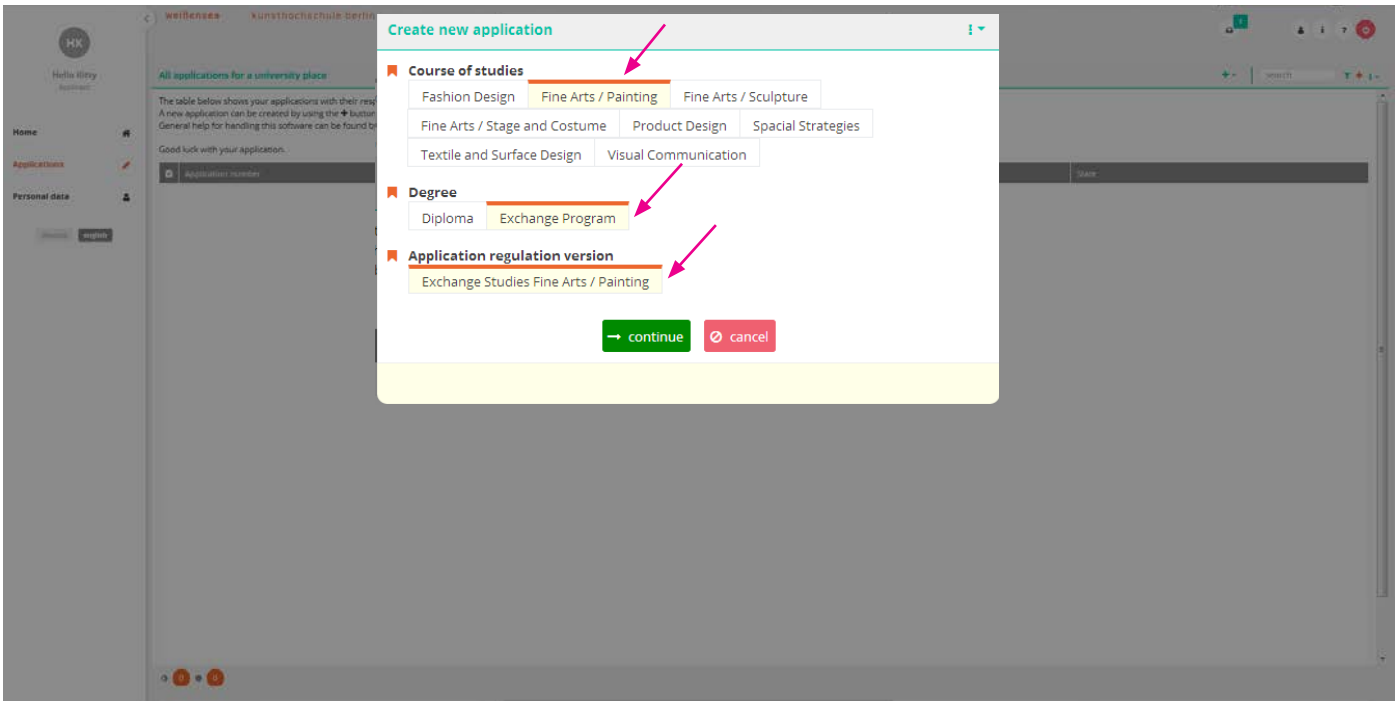

Step 6: Once you are logged in, you have to click on the left site "Application" to get to the application form. Or enter the word "application" in the search field "entry points" to continue.



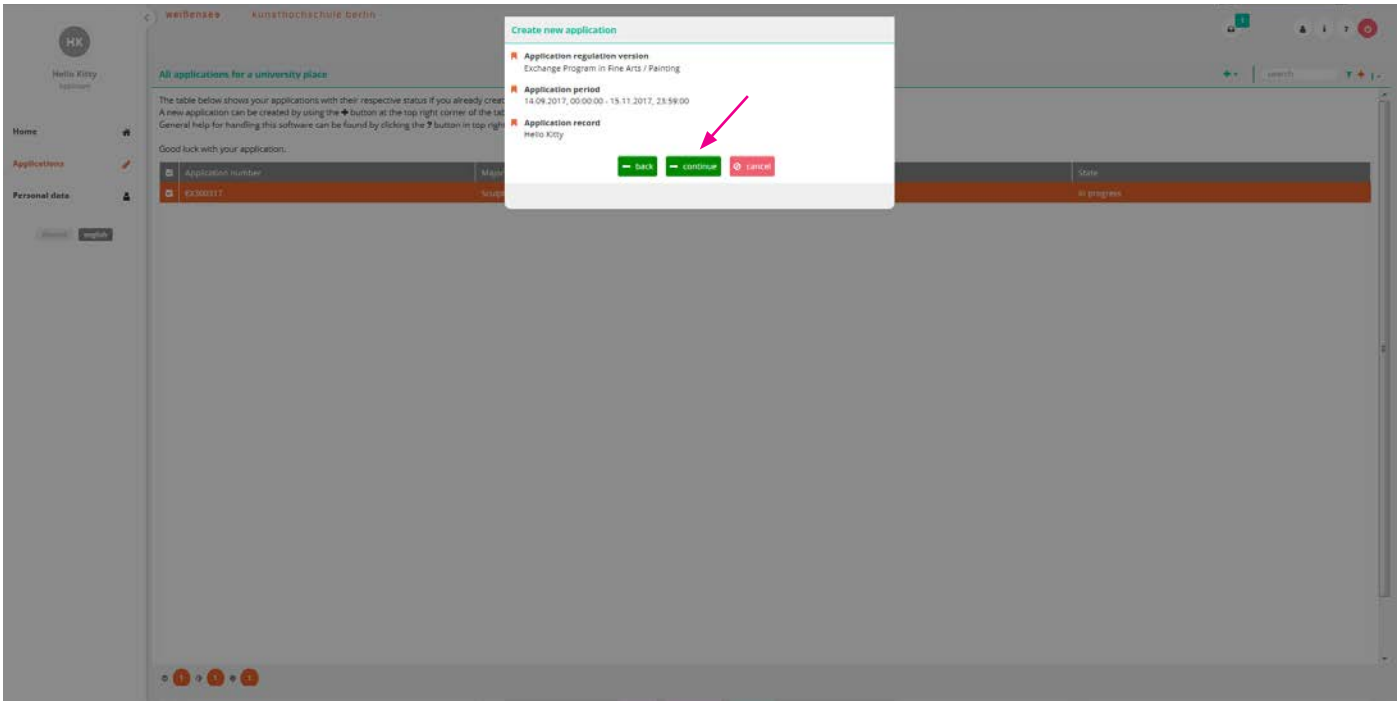
Step 7: Create a new application by clicking on the plus (+) symbol on the top righthand side of the page.



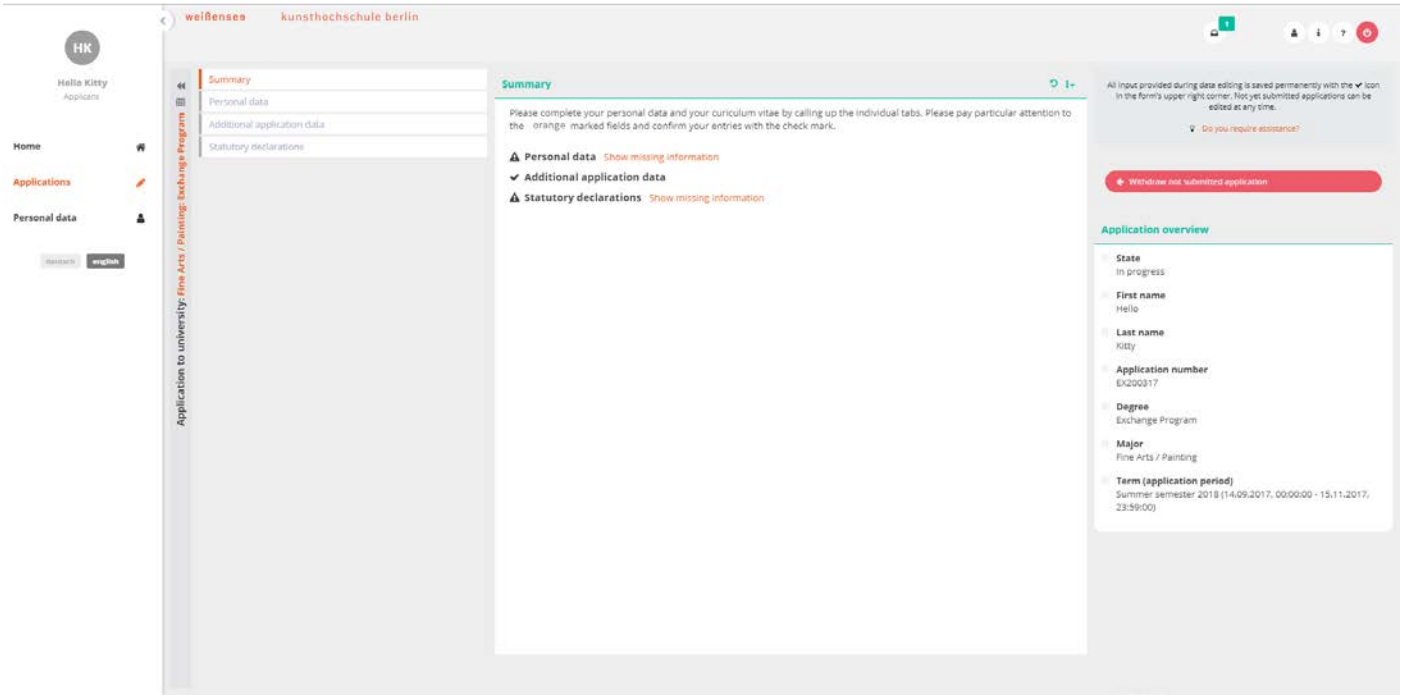

Step 8: Select the major for which you would like to apply, the degree („Exchange Program“), the applicaton regulation version, and click „continue“.



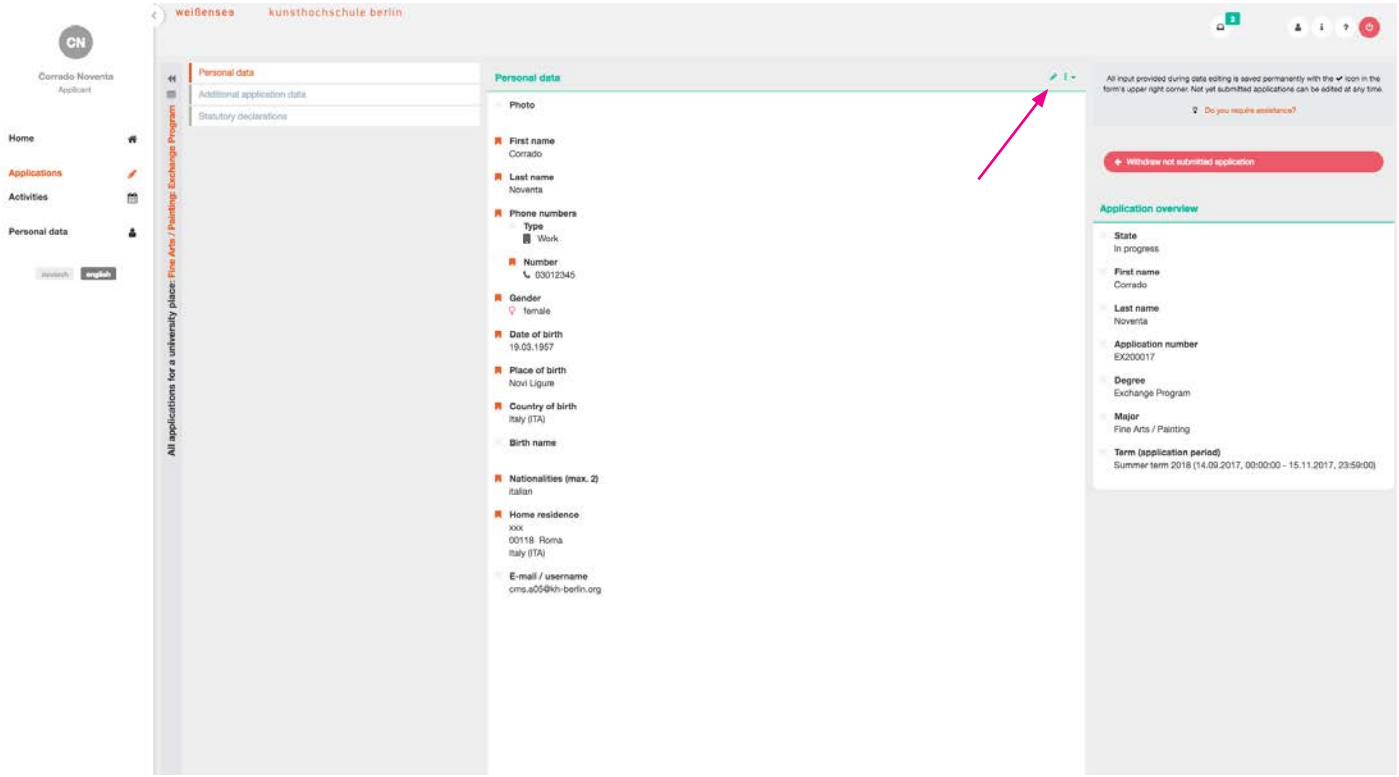
Step 9: Check again that you are applying to the correct department, and click „continue“.



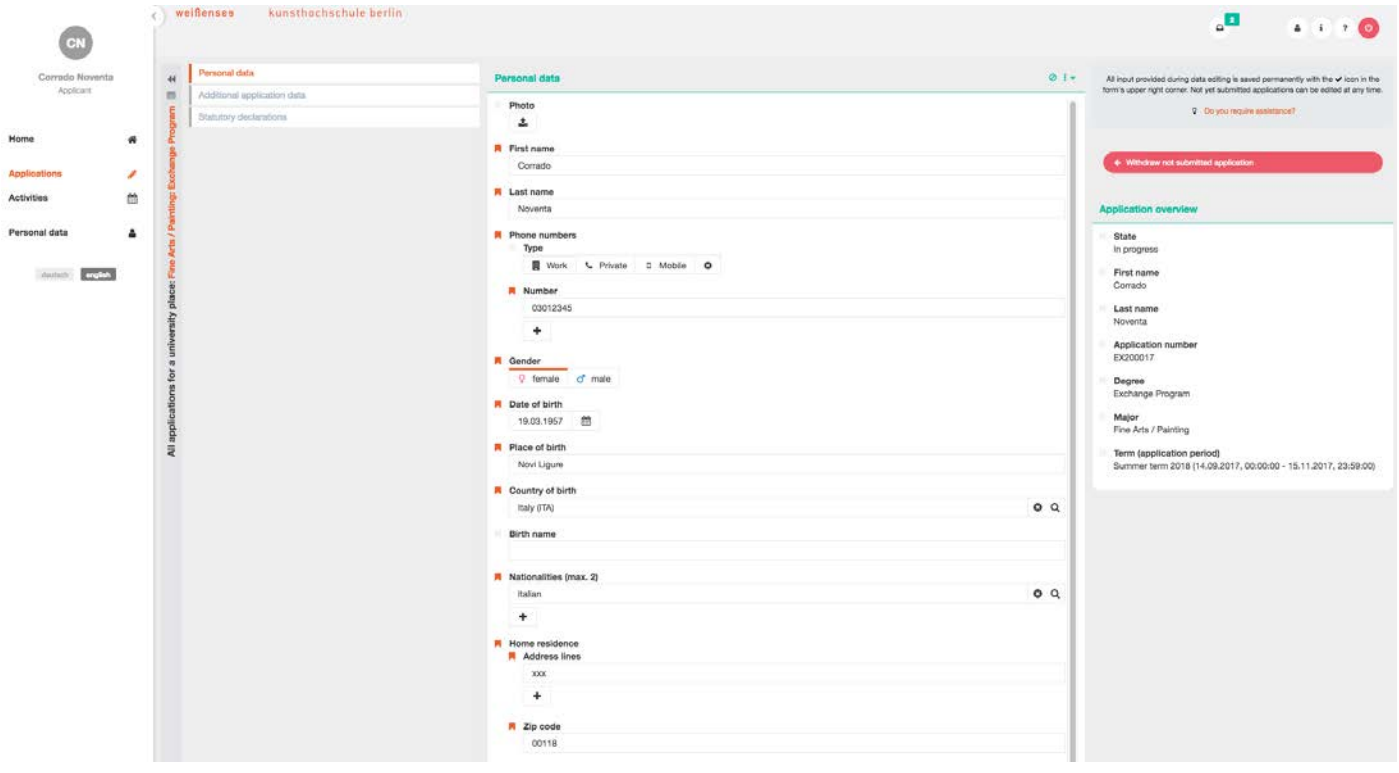

Step 10:  This should take you to this page. The summary shows you which tabs have been filled out and completed and which tab you still have to edit.



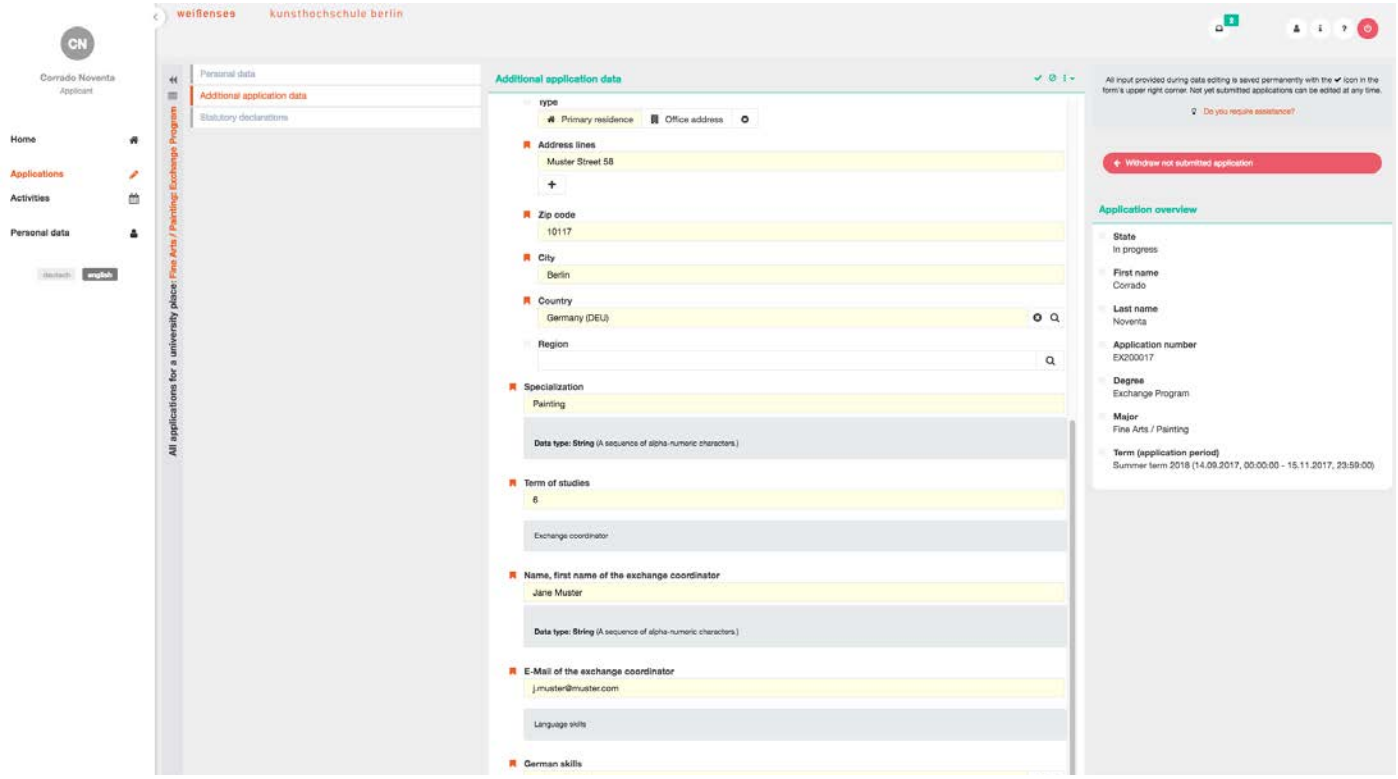
Step 11: Start with the „Personal data“ form. You can click on the pencil icon to edit the form. The information you provided upon registration of your user account are already included. Please check those for correctness.



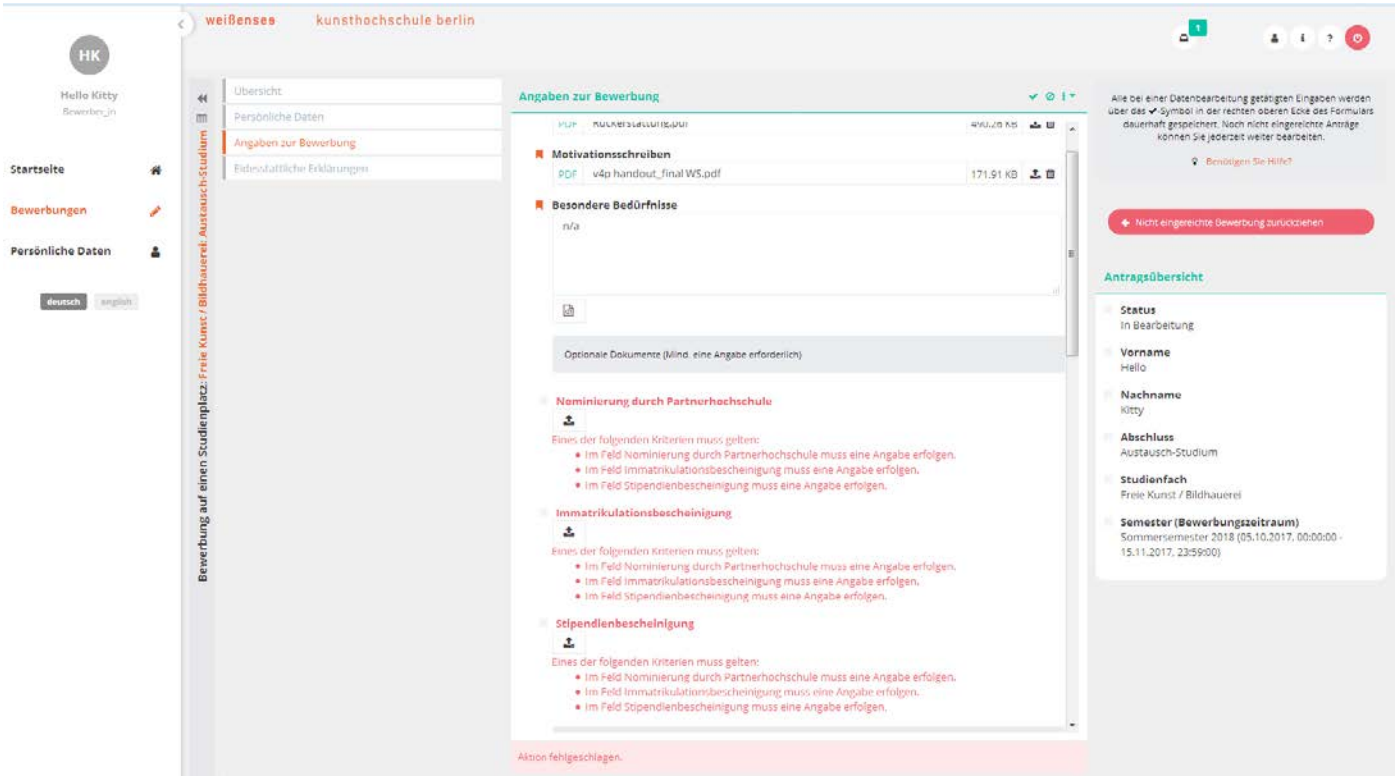

Step 12: Please note that all fields with the orange symbol are mandatory. When you have filled out the form, save by clicking on the check icon and continue with the „Additional application data“ form.



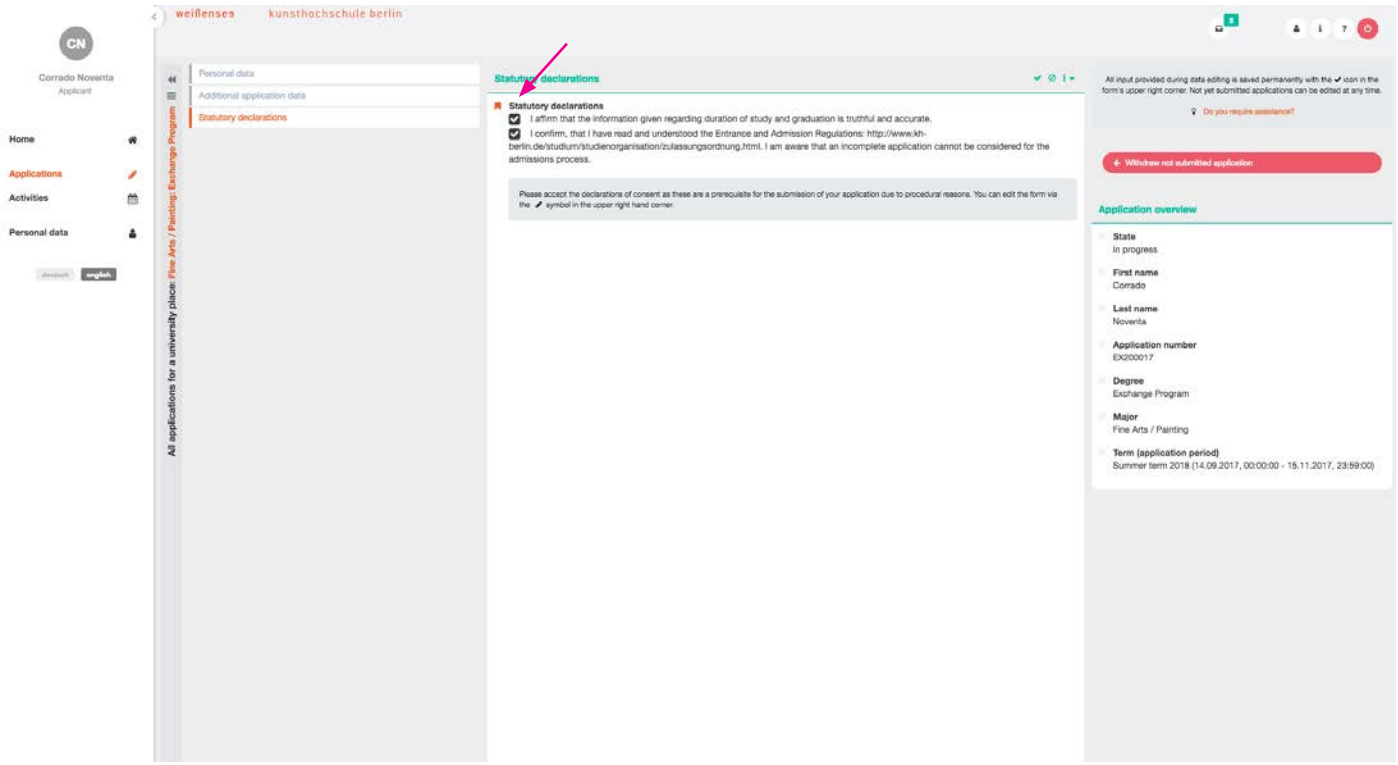
Step 13: Fill out the „Additional application data“ form. Make sure that you have uploaded all necessary documents: (1) Artistic portfolio (PDF file, max. 20MB), (2) Motivation letter (PDF file, ca. 1 page), (3) Nomination letter from the international office of your home institution **or** Proof of enrollment **or** Certificate of scholarship (PDF file). Click save ✔ and move on to the „Statutory declarations“ form.



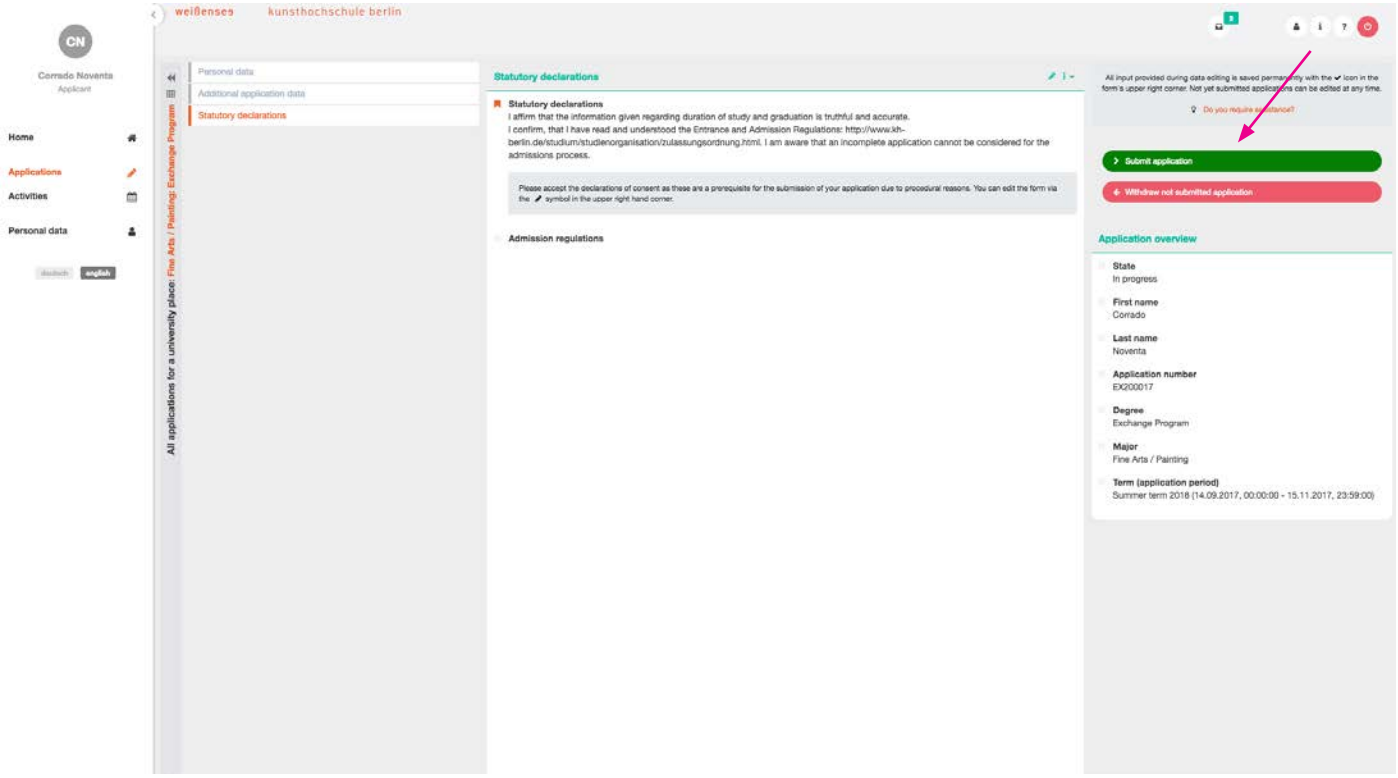

Step 14: Before you click save, please be sure to upload either a nomination letter from the international office of your home institution, proof of enrollment or a certificate of scholarship. If you don‘t, all changes you have made on this form will be lost. If you don‘t have one of these documents at hand and wish to upload them later, you can upload a blank PDF file.



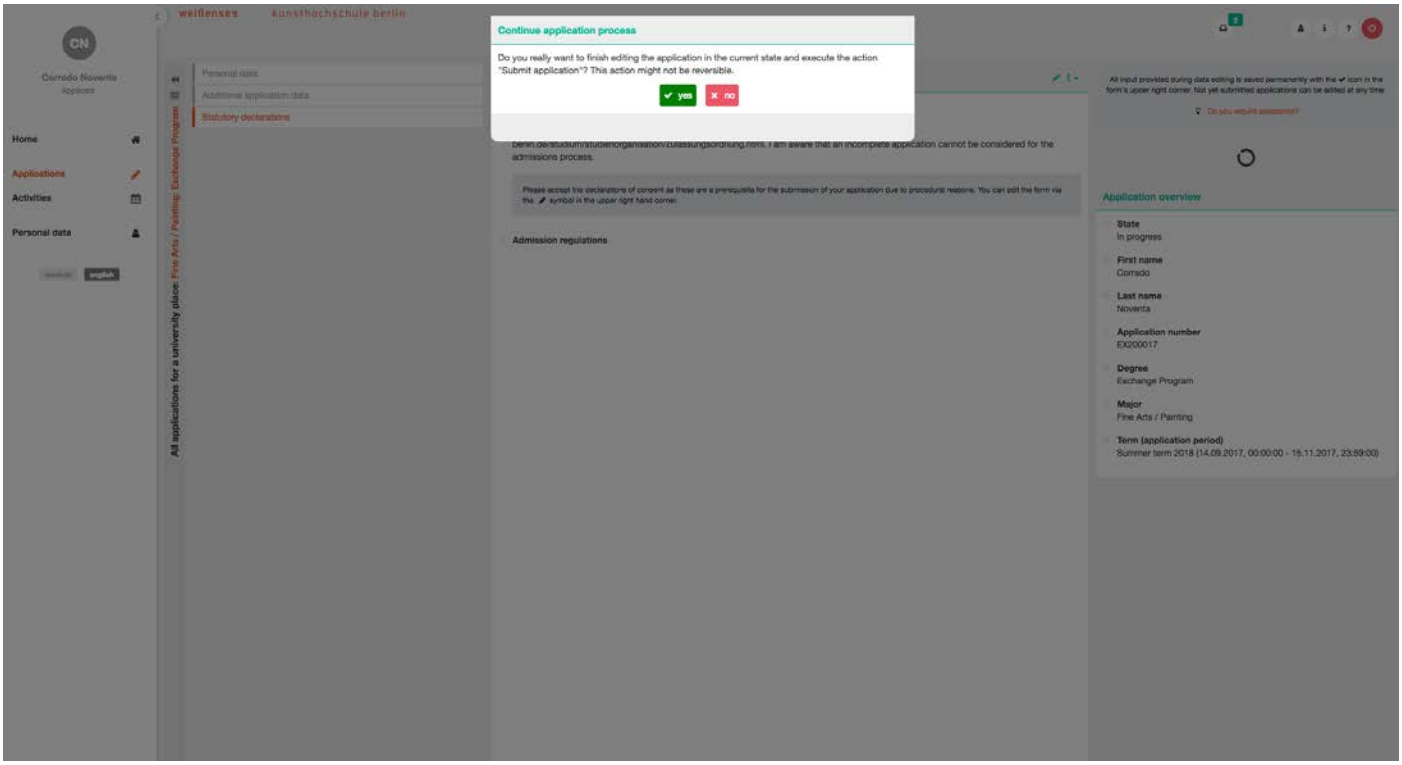
Step 15: Check both boxes to confirm the statutory declarations and click on the check ✔ button to save.




Step 16: Once all forms have been filled out completely, a green „Submit application“ button should appear on the righthand side. Please note that once you have submitted your application, you will not be able to further edit your information.



Step 17: Click on the „yes“ button to submit your application.




Thank you for your application. We will keep you informed with regard to your application process. Should you have any questions or concerns, please contact Leoni Adams at international@kh-berlin.de

You will receive your results approximately 4–6 weeks after the deadline. If you have been admitted, you will receive information on how to proceed and what things you should consider.